CHAPTER 15.—SERVICE AND OTHER FUNDS.

General Rules 236
Provident Funds 247
Indian Civil Service Family Pension Rules 248
Superior Service (India) Family Pension Fund 251-A
Bombay Family Pension Fund of Government Servants . . 252
General Family Pension Fund, Hindu Family Annuity Fund and Bengal Christian Family Pension Fund 254
National Health Insurance Contributions 255
Unemployment Insurance Stamps . 259
Widows', Orphans' and Old Age Pensions Contributions . . 259-A
Voluntary Insurance under the National Health Insurance and Widows', Orphans' and Old Age Contributory Pensions Acts 259-DD

General Rules.

236. Subscriptions to a Service or Provident Fund of Government can be received from such Government servants as are either required or permitted by the rules of the Fund to subscribe to it, the recoveries being made ordinarily by deduction from pay bills.

1. This rule applies also to Service Funds for Military Officers, *e.g.*, the Indian Military Service Family Pension Regulations and the Queen's Military Widows Fund.

237. Subscriptions to the other funds named below may be received only under the special instructions of the authorities of the Fund received through the Accountant General :—

Postal Insurance and Life Annuity Fund.

Bengal Uncovenanted Service Family Pension Fund.

Bombay Family Pension Fund of Government Servants.

Bengal and Madras Service Family Pension Fund.

General Family Pension Fund.

Hindu Family Annuity Fund.

Bengal Christian Family Pension Fund.

The subscriptions of Government servants and Government pensioners to these Funds are recoverable by deduction from the pay or pension bills of the subscribers ; except that, in the case of the General Family Pension Fund, the Hindu Family Annuity Fund and the Bengal Christian Family Pension Fund, such subscriptions may, at the option of the subscriber, be paid in cash either direct to the fund concerned or at a Government Treasury. (See Article 239.)

238. The subscriber is himself responsible for seeing that proper deduction is made from his bills, though, for his convenience, it has been ruled (*vide* Article 43) that the responsibility for making the necessary deductions regularly and correctly devolves upon the drawers of the bills.

239. Subscriptions in cash are ordinarily payable only to the authorities of the Fund, but in the following cases, cash if tendered, may be received at treasuries :—

(*a*) Indian Civil Service Family Pension Rules.

(*b*) Superior Services (India) Family Pension Fund Rules.

(*c*) Civil Engineers' Provident Fund.

(*d*) Hindu Family Annuity Fund. (See Article 237.)

(*e*) Bengal Christian Family Pension Fund. (See Article 237.)

(*f*) Bengal Unconvenanted Service Family Pension Fund.

(*g*) Bombay Family Pension Fund of Government Servants.

(*h*) General Family Pension Fund. (See Article 237.)

1. Subscriptions to the Bengal and Madras Service Family Pension Fund may be received in cash at treasuries only when permitted by the Accountant General, Bengal.

2. Premia or subscriptions to the Postal Insurance and Life Annuity Fund should, in no circumstances, be received in cash at the treasury, payment in cash being permissible only at Post Offices.

240. A subscriber to a Fund, when paying his subscription, whether his subscriptions to the Fund are recovered by deduction from bills, or paid in cash, must specify the number of his account or of his policy, as the case may be, and give all necessary particulars, and when the subscription is paid for the first time, he should further quote the rule or special authority under which the subscription may be received from him.

241. In cases in which the subscription is a percentage on the rate of pay, the subscriber, if in foreign service under the new rules in force from the 1st of January 1922, should subscribe on the pay drawn by him in foreign service, but if the foreign service is under the old rules which were in force prior to the 1st of January 1922, the subscription should be calculated upon " assumed pay " in the case of foreign service of first kind and upon " actual sanctioned salary " in the case of foreign service of the second kind.

242. When a subscriber to any Fund whose subscriptions are realised by deduction from bill is transferred to another district, the fact that he is subscribing to the Fund should be certified in his last-pay certificate by noting thereon the amount recoverable monthly and the number of his account or policy.

1. When a subscriber to the Postal Insurance and Life Annuity Fund is transferred to another audit circle, notice of transfer should be given to the Audit Officer concerned and to the Accountant General, Posts and Telegraphs, through the local Accountant General.

243. Advances from any fund may be drawn from the treasury in accordance with the rules of the Fund. With this exception, no payment on account of any Fund, whether as a refund of a subscription

overpaid or as a repayment of the whole or a part of the amount accumulated to the credit of the subscriber, can be made without the express authority of the Accountant General.

1. Payment, when authorised, will be made only on the personal receipt of the depositor, or, when he is absent from India, on that of his duly authorised agent. In the event of his death, payment should be made only to his legal representative.

244. When a subscriber to one of the Service or Provident Funds of Government is about to retire and under the rules of the Fund the money lying at his credit becomes payable on retirement, he should place himself in communication with the Account Officer of the Fund giving the date of his retirement and requesting that steps may be taken to close his account and pay him the amount due. The Account Officer being satisfied of the correctness of the date should then ask the Treasury Officer who disburses the subscriber's pay to intimate to him the final payment of fund subscription and when this has been done, should arrange for payment of the amount at credit of the officer.

245. Subscribers to the Postal Insurance and Life Annuity Fund, who have retired from the service and whose pensions are to be paid in India, are allowed the option of deducting their premia or subscriptions from pension bills. The Audit Officer issuing the Pension Payment Order will in such cases note the amount of the monthly deduction on the Pension Payment Order. The insured person, however, will be personally responsible for entering the correct amount to be deducted in his pension bill; and if he fails to do this on any occasion, it will be open to him to pay the amount into the Post Office.

246. A detailed list of the subscriptions realised in cash on behalf of each fund (and in Madras of all subscriptions whether realised in cash or by deduction from pay bills) showing the date and amount of each receipt and the name of the person on whose behalf it is paid in, will be submitted by the Treasury Officer with the cash account. This list will be a copy of a register maintained in the treasury.

NOTE.—Except in the case of the Bengal Uncovenanted Service Family Pension Fund and the Bombay Family Pension Fund of Government Servants, an important difference with regard to interest is made between subscriptions paid by deduction from pay-bills and subscriptions paid in cash, no interest being allowed for the month of payment on cash subscriptions received after the 4th of the month, whereas subscriptions deducted from a bill bear interest as though they had been received on the 1st of the month. In the certified list of subscriptions, therefore, in Madras, care must be taken to show the two classes in separate money columns, and also to separate the two amounts in crediting the receipt (in the account current with Bengal or Central Revenues as the case may be) for final adjustment to credit of the fund account.

Provident Funds.

247. (*a*) The rules for the General Provident Fund are given in the separate pamphlet issued by the Government of India in the Finance Department.

(*b*) The following Provident Funds which were in existence prior to the opening of the General Provident Fund in 1909, have been closed to future entrants into Government service :—

(1) Police Officers' Provident Fund.

(2) Forest Officers' Provident Fund.

(3) Civil Veterinary Department Officers' Provident Fund.

(4) *Deleted.*

(5) Financial Department Officers' Provident Fund.

(6) Opium Department Officers' Provident Fund.

(7) Civil Engineers' Provident Fund.

Indian Civil Service Family Pension Rules.

248. Subscriptions should be recovered from all European and Anglo-Indian members of the Indian Civil Service and also from other members of that service who—

(*a*) were appointed to the service between the 1st August 1914 and the 4th January 1923, or

(*b*) were appointed in the years 1912 and 1913 and have been admitted as subscribers.

249. *Deleted.*

250. Donations and disparity fines are payable on marriage; these vary according to age and will be advised by the Accountant General, Central Revenues, on receipt of the intimation of the subscriber's marriage. Donations and disparity fines may be paid in one sum, or in 12 equal monthly instalments. If paid in instalments interest on the unpaid portion will be levied at the rate of 5½ per cent. per annum. The balance of any contribution due at an officer's death will be recovered rateably, without further interest, from the pensions of his widow and orphans in four quarterly instalments.

NOTE.—The Government of India has ruled that a subscriber may pay his donation in fewer instalments than 12 and may also pay a number of instalments together, before they are due. In such cases interest is calculated only on the unpaid balances due.

251. Donations and disparity fines become due from the date of marriage. Interest at the rate of 5½ per cent. per annum is charged on sums which have not been paid within one month from the date on which they become due.

Superior Service (India) Family Pension Fund.

251-A. The conditions of personal eligibility to join the fund will be found in rules 6 and 18 of the Fund Rules. The subscription payable will be communicated by the Accountant General, Central Revenues, who is the account officer of the fund in India, any alteration in the rates also being advised by him.

Bombay Family Pension Fund of Government Servants.

252. The following classes of persons not being members of the Army, and not being subscribers to the Bengal Uncovenanted Service Family Pension Fund or the Bengal and Madras Service Family Pension Fund may become subscribers :—

(*i*) All Non-European members of the Covenanted Indian Civil Service, who are not subscribers to the Indian Civil Service Family Pension Scheme;

(*ii*) All persons in the Uncovenanted service of Government employed within the Bombay Presidency, whose service qualifies for pension from Government ;

(*iii*) Persons originally of classes (*i*) and (*ii*) receiving pension from Government ;

(*iv*) Persons employed in Departments under the control of the Central Government whose service qualifies for pension from Government and whose employment is not restricted to any particular province, but who are liable to serve in any part of India ;

(*v*) Persons employed in Local Fund Offices within the Bombay Presidency, whose service qualifies for pension from the General Revenues.

253. New subscribers are admitted subject to the sanction of the Accountant General, Bombay, and a copy of such sanction is, when accorded, forwarded to the Audit Officer concerned, who will communicate it to the Treasury Officer, or other disbursing officer who is to receive the subscriptions. Subscriptions may, however, pending the receipt of such sanction, be received from any person who is not manifestly excluded from subscribing by the terms of Article 252. If the sanction is not received within three months from the commencement of the subscription, a report should be made by the Treasury Officer to the Audit Officer, who will send it on to the Accountant General, Bombay, if necessary.

General Family Pension Fund, Hindu Family Annuity Fund and Bengal Christian Family Pension Fund.

254. It must be distinctly understood that Government exercises no supervision over the management of these funds and is in no way responsible for their solvency.

***National Health Insurance Contributions.**

255. The National Health Insurance contribution of 3*d.* per week per man is payable by the Indian Government on behalf of all British soldiers employed in India and an annual payment is made by the India Office at 13*s.* per head, on the basis of the average monthly strength of British soldiers in India. The total amount paid by the India Office is charged in the Home accounts to Military services. The contribution in respect of soldiers employed extra regimentally in departments other than the Military Department are credited in India to the Military Department as described in the following Articles.

NOTE.—The term "British soldiers" includes warrant and non-commissioned officers and men employed extra regimentally in Civil or Military Department in India.

256. The officer who draws the pay of a British soldier employed extra regimentally should attach a statement to the pay bill showing the name of the contributor, the period for which the contribution should be adjusted, and the amount of the contribution.

*The general rules of this chapter do not apply to these contributions.

257. The amount of contribution should be calculated as follows :—

3*d.* multiplied by the number of Mondays in each month. When pay is drawn for any portion of a week (commencing Monday) the contribution is to be adjusted in full. No contribution is adjustable for any week (commencing Monday) for which no pay is drawn.

258. The Account Officer concerned will adjust the contributions for the month to the credit of the nearest Controller of Military Accounts by debit to the department in which the soldier is employed. Sterling amounts of the contribution will be converted into Indian Currency at the rate of 1*s.* 6*d.* the rupee.

Unemployment Insurance Stamps.

259. A stock of these stamps is maintained for sale to Masters of Vessels at—

(1) the local depôts at Madras, Malabar, Tanjore, South Arcot, East Godavari, Vizagapatam, Calcutta, Rangoon, Karachi and Aden ;

(2) the branch depôt at Tuticorin ; and

(3) the Shipping Master's office in Bombay.

Widows', Orphans' and Old Age Pensions Contributions.

259-A. The provisions of the Widows', Orphans' and Old Age Contributory Pensions Act, 1925, are applicable to all British soldiers serving in India, either employed regimentally or on the Indian Unattached List or who are employed extra regimentally in Civil Departments. Under this Act, which came into force from the 4th January 1926, the normal contribution payable in respect of each soldier is 9*d.* a week of which sum the soldier is required to pay 4½*d.* a week.

259-B. In India, the soldier's share of the contribution is recovered from him as a stoppage from his pay. Recoveries at the rate of Re. 1-4-0 and Re. 1-3-0 will be made alternately from the pay of all British soldiers in India, except for any month in which soldiers are transferred out of India, when recoveries will be made weekly at the rate of 4½ annas up to and including the last Monday before embarkation. Recoveries of contributions for the voyage periods of soldiers proceeding to the Indian establishment will be effected by the authorities in India with effect from the first Monday after the date to which the soldier has been last paid in the United Kingdom. In cases where weekly recoveries are involved, the total amount to be recovered should be rounded off to the anna next above.

These recoveries will be made for complete weeks only (*i.e.*, for each Monday for which pay is drawn) and be credited finally in India to Indian revenues, the charge due to the Ministry of Health under the operation of the above Act being paid by the India Office on the basis of the average strengths of British soldiers in India and charged in the Home accounts to Military services.

NOTE 1.—Recoveries will be effected from the 4th January 1926, the amount recoverable for the month of January 1926 being Re. 1-2-0 only.

NOTE 2.—The extent to which and the conditions under which the War Department accepts liability for a part of the contribution in respect of men of the Army Reserve, Supplementary Reserve and Territorial Army during training are laid down in paragraph 4 of Appendix to Army Instruction (India), No. A.—6, dated the 26th January 1926.

NOTE 3.—For the purpose of recovery of contributions at the weekly rate in the case of soldiers transferred out of India, a week shall be taken to begin on Monday and to end on Sunday, recovery being made at the weekly rate from the first Monday of the month of transfer.

259-C. The officer who draws the pay of a British soldier employed extra regimentally should attach a statement to the pay bill showing the name of the contributor, the period for which the contribution has been recovered and the amount of the contribution.

NOTE.—All last pay certificates issued on transfer of soldiers should show the month or week up to and for which the contribution has been recovered.

259-D. The Account Officer concerned will adjust the contributions for the month to the credit of the nearest Controller of Military Accounts by debit to the department in which the soldier is employed.

Voluntary Insurance under the National Health Insurance and Widows', Orphans' and Old Age Contributory Pensions Acts.

259-DD. Men of the Subordinate and Mechanic class recruited from the United Kingdom for service in India, who are already voluntary contributors or who are eligible for voluntary insurance, may, during their service in India, remain voluntary contributors either for pension only throughout the period of such service, or for the benefits under the combined National Health and Pensions Acts for a period not exceeding six years and thereafter for pensions only. The normal rates of voluntary contribution payable to the Ministry of Health in England are 18*d.* a week under the combined National Health Insurance and Contributory Pension Scheme and 9*d.* a week under the Contributory Pension Scheme only. These payments are made to the Ministry of Health in England twice a year.

Government bears half the cost of the combined contribution under the National Health Insurance and Contributory Pension Scheme for the first five years of service and thereafter, half the contribution under the contributory Pension Scheme only. The other half of the contributions, in both cases, is borne by the contributor himself.

NOTE 1.—The scheme mentioned above is applicable to persons recruited on or after 7th August 1930 but the pension side of the Scheme does not apply to female employees who are permitted to become voluntary contributors under the combined Acts for the initial period of service only on the same terms as for men.

NOTE 2.—In the case of an appointee who has been engaged for service in India for a definite period of less than five years with a prospect of being appointed to the permanent service at the end of such period, his or her claim to benefit under the National Health Insurance Act would not be admissible after that period has expired and contributions under the Combined National Health Insurance and Contributory Pensions Scheme should cease on confirmation in such service. Where, however, circumstances arise which render permanent retention impracticable and it is decided to extend the agreement for a further definite period, the employee will be entitled under the Acts to continue to contribute on the condition that contributions for Health Insurance are only payable during such definite extension if the effect thereof is that the employees' absence from Great Britain or Northern Ireland will not exceed six years from the date of his or her entry into the service under the original agreement.